



City of Battlefield
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BOARD OF ALDERMEN MEETING GUIDELINES FOR CITIZEN PARTICIPATION

Welcome to a City of Battlefield Board of Aldermen meeting. Citizens are invited to address the Aldermen during the Citizen Input portion of the agenda. In an effort to make the meeting efficient and meaningful to all who are present in the audience, the following guidelines apply when addressing the Board of Aldermen:

- Please raise your hand when the Mayor asks for citizen input and the Mayor will recognize you.
- If you are able, please make your comments from the freestanding microphone at the front of the room. If you are unable to do so, you may address the Board of Aldermen from your seat; however, please speak so that the Aldermen and Mayor can hear you.
- Provide your name and address at the beginning of your remarks for the formal record of tonight's meeting.
- A time limit of five minutes is given to anyone wishing to address the Board of Aldermen; although, groups of citizens wishing to speak may be asked to pool their comments into one five-minute speech.
- It is the Aldermen's policy to not respond or engage in dialogue with speakers concerning their issues, although the Mayor may direct speakers to the City Clerk or an appropriate City department for help with their issue.
- Display materials may be used as part of your remarks and shall be displayed on the easel provided by the City at your request. Display materials must be placed to face the Board and not the audience.
- If you have materials that you want distributed to the Board of Aldermen, please present 8 copies of the materials to the City Clerk who will immediately distribute the material.
- Speakers must be respectful to the Board of Aldermen, staff, and others in the audience. Therefore, any speaker who uses foul, abusive, or inappropriate language, displays or other support materials will be stopped and will not be allowed to continue with his/her comments. The speaker will be ordered to comply with these directives, the speaker may be ordered to leave the building.